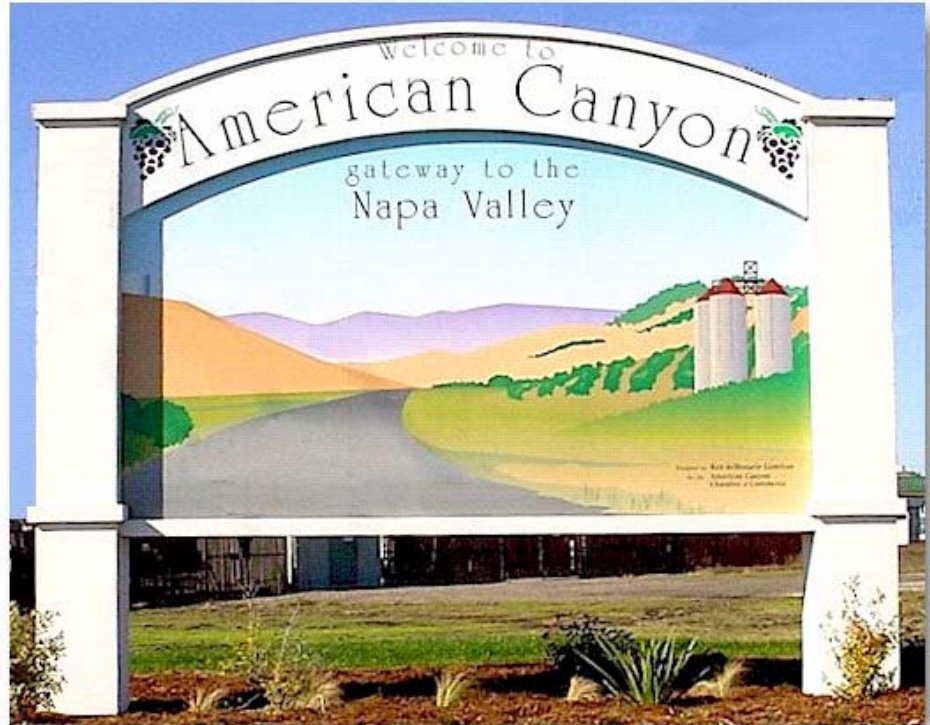


*The City of
American Canyon*

*Is Seeking An Astute,
Experienced
Finance Director*

American Canyon





The Community

The conveniently and attractively situated City of American Canyon ("Gateway to Napa Valley") was incorporated in 1992. With a current population of approximately 15,000, the city expects to reach a population of at least 20,000 by 2010. Located 35 miles northeast of San Francisco at the southern end of Napa County, and a one-hour drive from Sacramento, American Canyon is close to numerous recreational, entertainment and educational venues.

A permanent "green belt" nearly surrounds the City with the Napa River and a 500-acre Wetlands Preservation area to the west, the 640-acre Jack and Bernice Newell Wilderness Preserve to the east, vineyard-covered foothills to the northeast, the Napa Airport to the north, and the City of Vallejo to the south. The major highways in the area include the world famous "Napa Valley Wine Trail" (Highway 29) that runs north and south through the city, and Highway 12 that connects with I-80 about three miles east. The local bus service, with connections to nearby cities, has proven to be very popular. The community offers a very good mix of housing styles and sizes at costs that are reasonable

by Bay Area standards. The "hometown" ambience, locally sponsored special events, attractive parks, distinguished schools, interracial harmony, and friendly citizenry all add to the luster of American Canyon.



City Hall

The City

The City operates under a Council/Manager form of government and is a general law city. There are five elected Council Members with the Mayor being selected by the Council. The City Manager is appointed by the Council and serves as the administrative head. Departments in the City include Planning/Building, Community Services, Finance, Human Resources, Police, and Public Works. A separate District provides fire services.

The City currently has approximately 64 positions and an all-funds operating budget in excess of \$20 million.



The Position

The City of American Canyon Finance Director plans, directs, manages, and oversees the activities and operations of the Finance department which includes accounting, collections, management information systems, treasury, utility billing, and purchasing; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager; and serves as a member of the City's Management Team.

Leadership Attributes:

- Visionary, yet sufficiently attentive to details
- Strong customer orientation
- Effective mentor and manager of people
- Technologically savvy
- Dedicated to continuous improvement
- Sound strategic thinker and problem solver
- Focused, results oriented leader
- Outstanding communicator
- Stays current with the profession
- Comfortable with change
- Prefers to be part of a cohesive team

Qualifications:

Education:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a closely related field.

Experience:

Six years of increasingly responsible experience in financial management, accounting, or closely related field, including two years of management and supervisory responsibility.

The Department

The Finance Department is responsible for maintaining financial records, investing City monies, producing the City budget, overseeing the annual audit, and preparation of the CAFR. Payroll, cash receipting, and accounts payable functions are also performed in the Department.

The Department is responsible for overseeing the City's Information System through an outside consulting firm. IT is responsible for the selection, purchase, and maintenance of all computer equipment and software including the City's finance package, the utility billing system, and the building permit software package.

Finance also includes Office Support and Utility Billing. Office Support provides supplies and services for City departments including basic phone service, and the coordination of liability and property insurance. Utility Billing coordinates the utility billing, collections of the billing, and receipting of payments.



The Compensation/Benefits

- ◆ **Annual Salary** – \$92,162 - \$112,024 (starting salary in the range is DOQ).
- ◆ **Retirement** - Employees are covered by the Public Employee's Retirement System (PERS), under the enhanced two percent (2%) at age 55 plan. The employee's 7% contribution is currently paid by the employee. The retirement plan includes post-retirement Survivor Benefits and Single Highest Year. Sick leave may be converted over to service credits at the time of retirement. The City does not participate in Social Security.
- ◆ **Health Benefits** - Through the Public Employee's Retirement System (PERS) several health care programs are offered, including Kaiser, PERS Choice, and others. The City pays for employee plus dependents, based upon the least expensive plan offered. Also, the City will contribute \$150 per month towards a Cafeteria Plan for employees, which can go towards additional benefits or be received as cash. The City's PERS Health Plan also includes fully paid retiree medical benefits.
- ◆ **Dental** – Delta Dental coverage is provided for our employees and the City contributes \$52.00 a month toward employee and dependent coverage.
- ◆ **Housing Assistance** – Employee Housing assistance loan program is available in an amount up to \$50,000, subject to availability of funds. Use of this program is limited to homes in American Canyon.
- ◆ **Deferred Compensation Plan** - The City offers a 457 Deferred Compensation plan. A 401A Plan for Management is available with a matching contribution of up to 2%.
- ◆ **Life Insurance** – Life and Accidental Death & Dismemberment coverage is provided for the employee by the City for \$50,000. Additional insurance is available to employees at their own expense.
- ◆ **Long Term Disability** – Employer paid Long Term Disability is provided.
- ◆ **Paid Leave** – 12 days per year vacation during the first year, with increases based on service time. 12 days per year sick leave, with unlimited accumulation. 15 days of Management Leave. 14.5 paid holidays. Accrued Vacation Leave in excess of 240 hours is paid in cash to the employee each year.
- ◆ **Vision** – Employer paid vision insurance.
- ◆ **Car Allowance** - \$250 per month.

Application and Selection Process

The closing date for this recruitment is **Friday, July 21, 2006**. To be considered for this opportunity, please submit a cover letter, a resume that reflects scope of responsibility and significant accomplishments, salary history, and six professional references to:

Stuart Satow



Executive Search

241 Lathrop Way

Sacramento, CA 95815

Tel 916.263.1401; Fax 916.561.7205

Email: resumes@cps.ca.gov; Website: www.cps.ca.gov/search

City of American Canyon website: www.american-canyon.ca.us

The City of American Canyon is an Equal Opportunity Employer